

# Drop For Non-Payment Processing

Created by Eric McDonald, last modified on Nov 04, 2020

## 1. Introduction

Per VCCCD Board Policy 5030, fees are due upon registration. In particular, non-exempt students are required to pay enrollment and tuition fees for classes upon registration or establish a payment plan upon which to pay on a schedule. When the student fails to pay the enrollment and tuition fees fully or set up a payment plan via CashNet at the time of registration, an automated nightly drop for non-payment process will then determine which of the student's registrations are due, notify the student of the unpaid class registrations, and drop the student from these classes at the end of a pre-defined grace period as set by the Chancellor.

As there are legal consequences from not attempting to collect enrollment fees (Ed. Code 73600(d)), the VCCCD drop for non-payment process is an effective, legal, and sensible method to ensure collection of fees. Dropping students from unpaid classes after a reasonable grace period, ensures seats in classes are freed up for other students waiting to add and increasing class enrollments. Because students often rely on the district to drop them from unpaid classes, the drop for non-payment process also prevents students from incurring a debt which would be forwarded to the state to collect.

## Methodology

### Student Selection Criteria

The drop for non-payment process only considers outstanding enrollment and tuition related fees in a specified term. Other fee categories are not examined. Though the process can be run for any term, it will not process students in terms that have either ended or are NOT assessing fees. The process will also exempt students meeting the following conditions:

- Has an active CN (CashNet payment plan), BR (CCPG revoke), or PD (manual intervention) hold
- Is enrolled as a high school dual enrollment student (student type Y)
- Is receiving financial aid
- Is flagged as a veteran in the past year (veteran status 1,5,C,D,E,I,J,K,L,M,N,O,P,Q,R,S,T,U,W)

### Unpaid Course Registration Determination

An algorithm is used to determine which courses are considered as unpaid. This algorithm first summarizes the outstanding balances by student and enrollment fee transaction college for the designated term. Enrollment fee transactions with the detail code ENR% and TUI% are the only fee transactions considered.

Only course registrations matching the **term** and **college** where the debt was incurred are evaluated. Course registrations are evaluated against the debt owed in descending order by the registration date and billable hours. In other words, the algorithm will flag the student's most recent, higher unit, registration for drop first and then traverse through the student's registrations until the debt would be zero even if the amount of the fee exceeds the remaining debt. Once the outstanding balance drops to zero, no other course registrations for that college are considered.

### Grace Period

Prior to dropping a student from a class, the student is given a grace period in which to pay beginning from the day they are first notified of the course registration past due status. The duration of the grace period depends on the start date of the class and the type of registration. In some instances the grace period is limited by the start of the class. For example, if the student registers prior to the start of the class and the standard grace period overlaps the start date of the class, the amount of grace days given is then limited to either the standard grace period or the start of the class plus the "Class Start" grace period whichever expires first.

Current settings for grace periods are:

Registration Status	Standard (Prior to start of class)	Class Start (On or after start of class)
RE, RW (regular)	7 days	1 day
RL (waitlist)*	7 days	7 days
RI (reinstatement)*	7 days	7 days

\* Waitlist and reinstatement registrations only have one grace period option at this time.

### First Notification Date

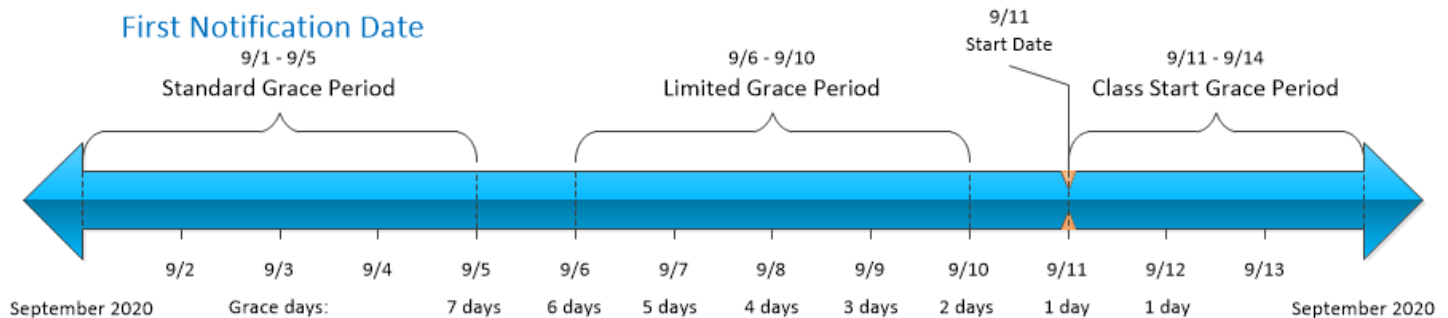
Prior to this release, the grace period "clock" began with the registration date of the course. However, this led to students being dropped from classes when their exemption status changed after the grace period had ended. To avoid this, the start of the grace period clock is now set to the date the student is first notified of their course drop status.

For example, a student that was offered financial aid and exempted from the drop for non-payment process at the time of registration and, subsequently, had the aid offer withdrawn after the grace period had expired would have had their unpaid courses dropped the day following their loss of exemption status under the previous methodology. As of this release, the start of the grace period now begins with the first notice the student receives regarding the drop status for each unpaid class. To do this, the first date the student is notified of a pending drop for an unpaid class will be recorded and remain

fixed until the class is dropped. A new unpaid registration for a prior dropped class will have its first notification date reset.

### Grace Period Calculation

Depending on when the student is first notified of a pending drop for non-payment of a class, the grace period is then computed using the settings specified above. The following diagram illustrates the grace periods calculated for a regular course registration using a hypothetical course start date of 9/11.



In this example, students registering for classes prior to 9/5 (notified on 9/5 or earlier) would receive 7 full grace days. Students notified on 9/6 thru 9/10 would receive progressively fewer grace days as the grace period is limited to the Class Start grace period after the start of the class. Notification on 9/6, for example, would result in the student being dropped on 9/13 (6 grace days). Registrations on the day prior to the start of the class and beyond would only get the Class Start grace period.

### Calculated Drop (Cut-Off) Date vs. Anticipated Drop Date

Internally, the process will compute two drop dates: a calculated drop date and an anticipated drop date. The calculated drop date is really an aging of the notification date. Using the grace period rules mentioned above, the system will compute the notification date cut-off. The calculation is based on the current date relative to the start of the term and the registration type. If the course still has an outstanding balance **and** the notification date is older than or equal to the calculated drop cut-off date **and** the run mode is set for Update **then** the student is dropped from the course.

The anticipated drop date is the actual date the course will be dropped if left unpaid. This date is also computed using the rules above and is based on the first notification date, the start date and the grace period calculation. This date is reported both to the student when the student is notified of the pending drop or drop action and on the SYSDRNP Drop Students for Non-Payment report. This date is also recorded in the drop for non-payment archive view, VC\_DB\_STUDENT\_TERM\_DROP\_NONPAY, for use by campuses for research and outreach.

### Effective Date Override

In cases where fees assessment was staggered, it may be desired to delay the actual drop date for a period of time after fee assessment is turned on. For example, when Fall fee assessment is turned on. The process does allow an administrative user to set an effective date override using the GTVSDAX setting (DRNPEFFDT) for a specified term. If this setting is enabled, the process will not drop the student from any past due courses until the effective date has been reached. The drop indicator will remain pending until the effective date is reached or disabled.

## Notification

Depending on the run mode, students will be notified of any pending drops or drop actions via email messages and portal alerts. (*\*Note: A separate process also notifies faculty when the process drops students from classes that have already started.*)

There are three run modes:

- **No Msg** - No drops and no notifications; generates audit report only
- **Audit** - Audit only. No drops; all unpaid classes reported as "pending" to the student; generates audit report.
- **Update** - Updates students registrations and account balances after dropping classes with unpaid balances as specified above, notifies students of courses dropped or pending drop and generates audit report.

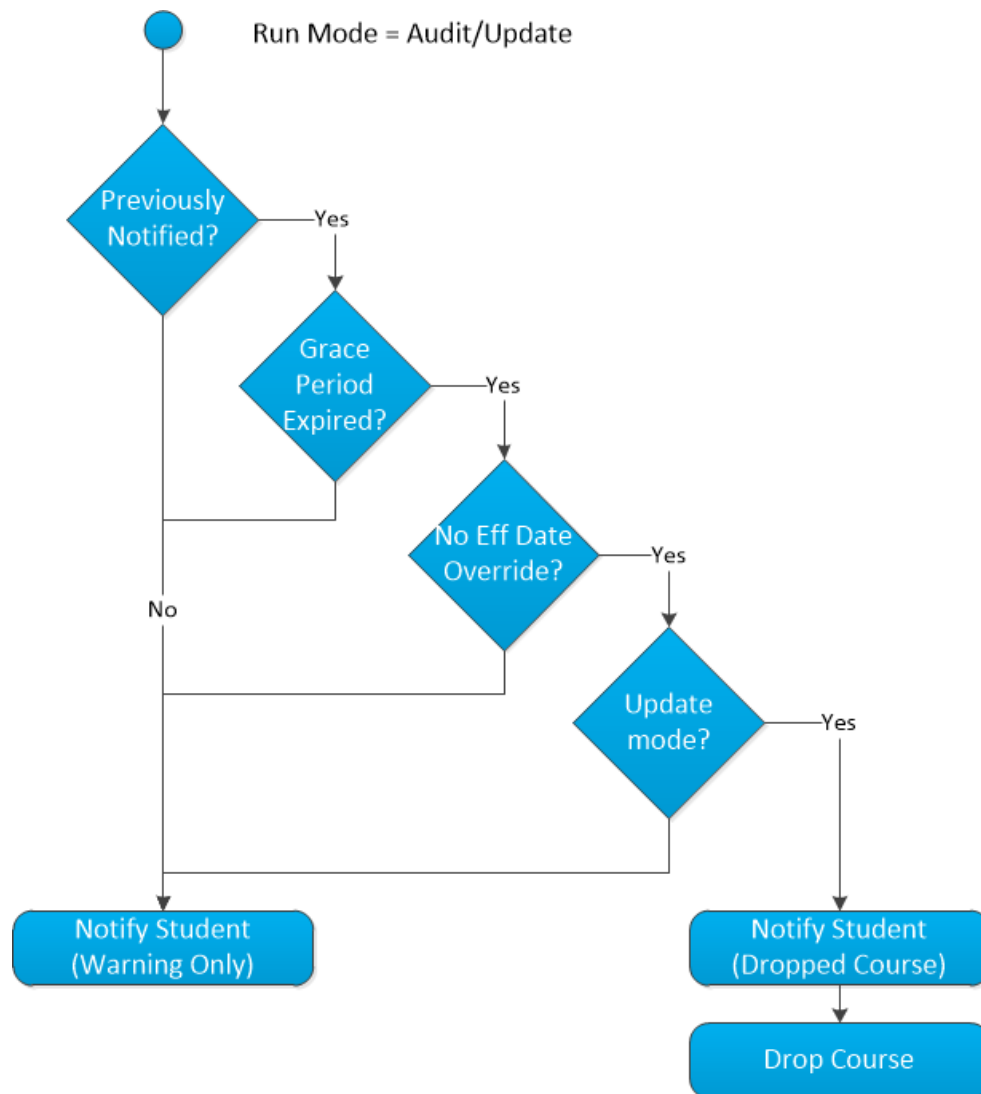
**No Msg Mode:** Run in the N - No Msg mode, an audit report of students with unpaid registrations is produced but students are not notified of any unpaid balances or pending drops. This mode is typically used when there are planned system outages preventing students from logging in to resolve the unpaid balance or for testing purposes. No balance and course information is recorded in the drop for non-payment archive tables.

**Audit Mode:** This mode produces an audit report of students with unpaid registrations and notifies the students of all unpaid registrations as determined by the criteria above using the Pending Drop For Non-Payment template (DRNPEMW) and indicating the fees due date (1 day prior to the anticipated drop date) for each class in the notification. If the drop for non-payment process effective date is delayed using the GTVSDAX setting (DRNPEFFDT), the anticipated drop date is set to the effective date. All balance and course information is recorded in the drop for non-payment archive tables.

**Update Mode:** This mode will produce an audit report of students with unpaid registrations, notifies the students of all unpaid registrations indicating the action to be taken, and drops any courses flagged for dropping. If the course is pending drop, the student will be notified using the Pending Drop For Non-Payment template (DRNPEMW) with the fees due date (1 day prior to the anticipated drop date) for each class in the notification. If the course is slated for drop, the student will be notified using the Drop For Non-Payment template (DRNPEML) with the message "CLASS WAS DROPPED" followed by the date of the drop. If the drop for non-payment process effective date is delayed using the GTVSDAX setting (DRNPEFFDT), no drops will be performed and the process will treat this the same as in AUDIT mode. The anticipated drop date is set to the effective date. All balance and course

information is recorded in the drop for non-payment archive tables.

### Notification Decision Logic



### Notification Templates

[Pending Drop For Non-Payment \(DRNPEMW\)](#)

[Drop For Non-Payment \(DRNPEML\)](#)

[Drop For Non-Payment Portal Announcement](#)

### Reporting

#### SYSDRNP - Drop Students For Non-Payment Audit Report

The drop for non-payment process will produce an audit report that is distributed to District Accounting and IT, Registrars and Bursars. The audit report lists students by primary college and ID. Student name and outstanding balance for each college the student is enrolled in that has an unpaid enrollment/tuition fee balance is listed first. All course registrations for that college are listed below the balance line in descending registration date and billable hour order exactly as the main algorithm applies the outstanding balance to these courses. The course registration line will list the registration college, CRN, registration status and date, CRN start date, first notification date, anticipated/actual drop date, drop status indicator, billable hours, enrollement fee, remaining outstanding enrollment fee balance, tuition fee amount, and remaining outstanding tuition fee balance.

SYSDRNP.sql 9.0F  
EMCDONALD

Testing DB - 10/25/20

October 27, 2020

Drop Students for Non-Payment

15:13 Page 1

Term Code: 202007 Process Date: 27-OCT-2020 Grace Days: 7/1 RL Days: 7 Audit/Update: U

Moorpark College

DrpI: Y-Drop, P-Pending, L-RL/RI pending, N-Not due

ID	Name/ Col	CRN	RSTS	Reg Date	Start Date	Notice Date	Drop Date	DrpI	Hrs	ENR Amt	ENR Bal	TUI Amt	TUI Bal
900770976	Hoff			Beginning Balance							138.00		.00
1	73323	RW		24-OCT-2020 09:52	17-OCT-2020	27-OCT-2020	28-OCT-2020	P	3.00	138.00	.00	.00	.00
1	72263	RW		13-SEP-2020 07:40	08-SEP-2020			N	3.00	138.00	.00	.00	.00
1	70700	RW		24-JUL-2020 14:16	17-AUG-2020			N	3.00	138.00	.00	.00	.00
1	72316	RW		24-JUL-2020 14:16	08-SEP-2020			N	3.00	138.00	.00	.00	.00
900790852	Lira			Beginning Balance							138.00		.00
1	72659	RL		20-OCT-2020 05:05	15-NOV-2020	27-OCT-2020	03-NOV-2020	L	3.00	138.00	.00	.00	.00
1	78167	RW		21-MAY-2020 20:05	17-AUG-2020			N	3.00	138.00	.00	.00	.00
1	72982	RW		05-MAY-2020 14:16	17-AUG-2020			N	4.00	184.00	.00	.00	.00
900863890	Cuevas			Beginning Balance							184.00		1,156.00
1	71424	RW		23-OCT-2020 14:54	17-OCT-2020	17-OCT-2020	27-OCT-2020	Y	4.00	184.00	.00	1,156.00	.00

Sample report: [sysdrnp\\_7425697.lis](#)**VC\_DB\_STUDENT\_TERM\_DROP\_NONPAY View**

A view is available to extract data from the drop for non-payment process archive tables. This view combines all of the elements of the audit report into a single row. The view is updated each time the drop for non-payment process is run in either audit or update mode.

COLUMN_NAME	DATA_TYPE	KEY	COMMENTS
ACTIVITY_DATE	DATE		Activity date.
BILLABLE_HOURS	NUMBER(7,3)		Section billable hours.
CRN	VARCHAR2(5 CHAR)	Yes	Section CRN.
DATA_ORIGIN	VARCHAR2(30 CHAR)		Data origin of this record.
DROP_DATE	DATE		Date section will be or was dropped.
DROP_IND	VARCHAR2(1 CHAR)		Drop status indicator. Y-Drop, P-Drop pending, L-Waitlist reg drop pending, N-Not due.
DROP_REGISTRATION_CODE	VARCHAR2(2 CHAR)		Registration drop code.
ENROLL_FEE	NUMBER(12,2)		Section enrollment fee.
ENROLL_FEE_BAL	NUMBER(12,2)		Remaining enrollment fee balance after applying section enrollment fees to the original outstanding balance.
ENROLL_FEE_BEGIN_BAL	NUMBER(12,2)		Outstanding enrollment fee balance for the student and college.
FIRST_NOTICE_DATE	DATE		Date student was notified of drop for non-payment for this section.
ID	VARCHAR2(9 CHAR)		Banner student identifier.
LAST_AR_TRANS_DATE	DATE		Date of most recent student accounts receivable transaction.
LAST_NAME	VARCHAR2(60 CHAR)		Student last name.
PIDM	NUMBER(9)	Yes	Key internal identifier of the student.
PRIMARY_COLLEGE_CODE	VARCHAR2(1 CHAR)		Primary college the student is enrolled in.

COLUMN_NAME	DATA_TYPE	KEY	COMMENTS
REGISTRATION_CODE	VARCHAR2(2 CHAR)		Registration status code.
REGISTRATION_DATE	DATE		Registration status date (date added).
RESIDENCY_CODE	VARCHAR2(1 CHAR)		Residency status code. Note: this is a hold over from prior process. Residency is only used to note if tuition fees should be there.
RUN_DATE	DATE	Yes	Date/timestamp when the drop for non-payment process was run.
RUN_MODE	VARCHAR2(1 CHAR)		Run mode of the drop for non-payment process that generated this record.
SECTION_COLLEGE_CODE	VARCHAR2(1 CHAR)	Yes	College code for the registered CRN.
SECTION_START_DATE	DATE		Section start date found in SSASECT part of term.
TERM_CODE	VARCHAR2(6 CHAR)	Yes	Key term code for the drop process.
TUITION_FEE	NUMBER(12,2)		Section tuition fee.
TUITION_FEE_BAL	NUMBER(12,2)		Remaining tuition fee balance after applying section tuition fees to the original outstanding balance.
TUITION_FEE_BEGIN_BAL	NUMBER(12,2)		Outstanding tuition fee balance for the student and college.
USER_ID	VARCHAR2(30 CHAR)		User ID that ran the drop for non-payment process.

## Automation

The drop for non-payment process is run nightly using three SYSDRNP jobs (NJ\_810, NJ\_811, and NJ\_812) representing each of the current academic year terms (Fall, Spring, Summer) beginning with the oldest term. NJ\_810 always runs first, followed by NJ\_811 and NJ\_812. When a registration period opens for a term, the SYSRER4 nightly job rolls the term parms in the SYSDRNP nightly jobs to keep the term order consistent. Any term that is currently being run will retain its job parameter settings when moved to a new NJ\_8xx number.

Any SYSDRNP nightly job created for a new term will default to running in Audit mode. As IT staff need to turn the nightly job on for update mode manually, Accounting and Registrars need to coordinate with IT staff to begin dropping students.

## Suggested Test Plan

The following test plan is recommended for administrative users to check that the drop for non-payment process is working correctly. The test will assume that the drop for non-payment process is running nightly in a test environment in UPDATE mode with the standard grace day settings.

Case	Test	Expected Result	Note
1	Student paid all enrollment/tuition fees but has outstanding balance	Not appear in DRNP report	Add a miscellaneous fee to a student that is registered
2	Student is on payment plan	Not appear in DRNP report	Register test student in a class and add a CN hold
3	Student has CCPG revoke (BR) hold	Not appear in DRNP report	Register test student in a class and add a BR hold
4	Student has manual intervention (PD) hold	Not appear in DRNP report	Register test student in a class and add a PD hold
5	HSDE student	Not appear in DRNP report	Register test student with student type Y
6	Financial aid student	Not appear in DRNP report	Register student with FA award
7	Veteran student	Not appear in DRNP report	Register student with on of the following veteran status codes veteran status (1,5,C,D,E,I,J,K,L,M,N,O,P,Q,R,S,T,U,W)
8	First notice of past due is min of 7 days prior to start of class	Notice date set to current date, drop date equal to notice date plus 7 days, drop ind is P-Pending, pending drop email created	Register a regular student at least 7 days prior to the start of class, check drop report and gwiemal showing date due as day prior to drop date

Case	Test	Expected Result	Note
9	Second notice of past due	Notice date is still set to first notice date, drop date still same, drop ind is P-Pending, pending drop email created	Use test data from prior case and wait a day to review report and gwiemal or find a student that is two days past due
10	Student past due date	Notice date is still set to first notice date, drop date still same, drop ind is Y-Dropped, drop email created	Search for a student that is seven days past the first notice date
11	First notice 5 days or less from start of class	Drop date is equal to start date plus 1, drop ind is P	Register student within 5 days of start of class
12	Unpaid registration as of start of class	Drop date is one day from notice date	Register student on start of class
13	RL (waitlist reg) add within 5 days or less from start of class	Drop date is 7 days from notice date	Remove student from a full class that is within 5 days of start date and run waitlist process to create RL reg (IT assistance needed)
14	RI (Re-instatement reg) as of start of class	Drop date is 7 days from notice date	Re-instate student (RI rsts code) into class on or after start date
15	Effective date override and past 7 days due	Drop date is set to effective date, drop ind is P	Set GTVSDAX DRNPEFFDT setting to date greater than 7 days out (IT assistance needed)

No labels